



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. TOTAL ARMY PERSONNEL COMMAND
200 STOVALL STREET
ALEXANDRIA VA

22332-0472



TAPC-PDE (621-5a)

28 Aug 03

MEMORANDUM THRU

Commander, HQ US Army Training and Doctrine Command, Deputy Chief of Staff for Training, ATTN: Director of Individual Training, Bldg 161, Room 203, 5 Fenwick Rd., Fort Monroe, VA 23651-1049
Commander, Headquarters, US Army Training and Doctrine Command, Training Development Analysis Directorate, Quality Assurance Office, ATTN: ATTG-CD (Mrs. Serio), Fort Monroe, VA 23651
Commander, Headquarters, US Army Training and Doctrine Command, Deputy Chief of Staff for Training, ATTN: Training Operations Management Activity (TOMA), (Ms. Barrows/Ms. Ness, ATOM-P), 11 Bernard Rd., Bldg., 10, Fort Monroe, VA 23651-5000

FOR

Assistant Commandant, US Army Aviation and Logistics, ATTN: ATSW-LAC-TO, Fort Eustis, VA 23604
Assistant Commandant, US Army Transportation School, ATTN: ATSP-AC, 705 Read St., Fort Eustis, VA 23604

SUBJECT: American Council on Education On-site Course Evaluations of US Army Aviation and Logistics School, US Army Transportation School, and School Associated NCO Academy Training, Dec 03

1. Request assistance from the US Army Aviation and Logistics School, US Army Transportation School, and NCO Academy Assistant Commandants/Training School Directors in scheduling and conducting on-site American Council on Education (ACE) evaluations in Dec 03, of Career Management Fields (CMF) 15 - Aviation and CMF 88 - Transportation courses. Your assistance would involve providing the ACE, electronically, all CMF 15 and 88 - Aviation and Transportation training programs of instruction (POI) curricula (**including Army Training Resources Requirements System (ATRRS) Course Administrative Data (CAD) number for each POI**) 60 days prior to the on-site visit. The ACE evaluates only those training curricula that are 45 hours in length and the most current. Additionally, we seek your support in scheduling the on-site evaluation visit during the two-week window of **1-13 Dec 03**, and once the team is on-site, providing the evaluators with the necessary materials for review (enclosure 1).
2. Since 1945 the ACE Military Evaluations Program has evaluated formal military training in terms of academic credit, allowing thousands of servicemembers and veterans to earn credit for college-level learning acquired in the military. The results of these evaluations (learning outcomes, course descriptions, and recommendations for the type and amount of credit that may be awarded) are published biennially in the *Guide to the Evaluation of Educational Experiences in the Armed Forces*. The *Guide* is the standard reference tool used by the majority of US colleges and universities to award credit for military learning.
3. All evaluations are conducted on-site using a team of subject-matter specialists--faculty members who teach in the appropriate field at colleges and universities across the country. The team, along with an ACE Military Program Evaluations staff member or field coordinator will review copies of the POIs, and associated/supplemental curriculum materials used in the course. Additional information may be obtained from discussions with instructors and program administrators, classroom observations, and examination of

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instructional equipment and laboratory facilities. After review of pertinent curriculum information, provided by the Army to ACE, and results of team discussion and application of evaluation procedures and guidelines, team members will reach a consensus on the amount and category of credit to be recommended. The credit recommendation consists of the category of credit, the number of semester hours recommended, and the appropriate subject area. The evaluators phrase the course description in the *Guide* in terms meaningful to civilian educators. Results of the evaluation will be provided to the sponsoring school within 45 days of receipt of the team consensus materials.

4. The US Army Aviation and Transportation Schools and associated NCO Academy course lists are at enclosures 2-9. Enclosures 2-5, respectively titled, *Army Aviations Logistics School Course List*, *Army Aviation Logistics NCO Academy Course List*, *Army Transportation School Center Course List*, and *Army Transportation NCO Academy Course List*, comprise listings of functional training curriculums presently in the ACE database and/or listed in AR 351-4, *Army Formal Schools Training Catalog*. The US Army Aviations and Logistics School, US Army Transportation School, and associated NCO Academies may have curricula that are presently being taught, but not on these lists. Upon review of lists, **please notify this office of any courses ACE should end-date in their system (include date POI was discontinued and ATRRS CAD number)**. In addition to purging the lists of all discontinued curricula, please add any "new" or inadvertently omitted curricula that are presently being taught at the schools and meet the ACE course evaluation eligibility criteria. Enclosures 6-9, respectively titled, *Army Aviation Logistics School Pending Evaluation Course List*, *Army Aviation Logistics NCO Academy Pending Evaluation Course List*, *Army Transportation School Center Pending Evaluation Course List* and *Army Transportation NCO Academy Pending Evaluation Course List*, comprise curricula pending ACE evaluation. These lists have been composed from ACE course information compared to courses listed in AR 351-4 and courses in active status in ATRRS. Submission of eligible POIs to ACE for evaluation 60 days prior to the site visit is critical to the evaluation process. These lists are intended to assist you in determining which courses need to be forwarded to ACE and/or end-dated in preparation for the on-site evaluation.

5. Point of contact for this action is Ms. L. A. Chartier, Education Services Specialist, DSN: 221-9813, COM: 703/325-9813, Fax: 703/325-9811, Email: Louie.Chartier@hoffman.army.mil .

9 Enclosures



L. DIAN STOSKOPF
Director, Army Continuing
Education System